

## JOB DESCRIPTION



Position: City Administrator  
Department: Administration  
Date: \_\_\_\_\_

Classification: \_\_\_\_\_  
Location: \_\_\_\_\_

### **GENERAL PURPOSE**

Serves at the pleasure of the Mayor. Supervises and conducts meetings with department heads, works with Director of Human Resources for the City of Tiffin to ensure all policies and procedures for the City are followed and maintained, City budgets, purchases supplies; and assigns maintenance code inspections; minor repairs in and around the City and buildings, maintains most contracts for the City, prepares grant applications; licensing for all City owned vehicles, issues right of way permits and press releases, serves as member of the City's negotiating team in collective bargaining, coordinates City's forestry program, and handles citizen complaints, and any other issues that may arise.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Mayor.

### **SUPERVISION EXERCISED**

Supervises City department heads, and administrative assistants, as prescribed in the City Charter.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Directs citizen complaints to the proper department and reviews results. Approves and/or recommends expenditures for most departments and confirms available funding. Supervises investigation of exterior maintenance code violations. Issues permits, including right of way use, tree trimming. Serves as City's public information officer. Conducts department head meetings, if needed. Attends council and council committee meetings. Prepares reports for the Mayor and Council; does related research per request. Assists in preparation of grant applications. Directs the placement of traffic signals, signs, and street markings. Oversees maintenance of City and buildings and property. Serves on boards and commissions as required. Recommends legislation to the Mayor. Attends meeting with the Mayor or as the official City Representative in absence of the Mayor. Arranges for licensing of all City owned vehicles. Has contracting authority for the City, reviews and signs agreements. Serves as liaison between the city and utility companies.

Arranges auctions for unneeded city property. Liaison between City Council and City Departments. Budgets General Administration expenses, including the Maintenance and Civil Service Commission Budgets. Responsible for public record requests. Maintains inventory list of City property. Administers City insurance liability policy(Property, Automobile, etc.) Maintains FCC licensing for city owned radio communication (with help from the Fire Dept) Acts as Council Clerk as needed. Reviews employee attendance records and time sheets. Review requests for sewer bill adjustments.

### **PERIPHERAL DUTIES**

Serves on City Boards and Commissions including: Civil Service Commission, Shade Tree Commission, Planning Commission, Tax Incentive Review Council, Public Records Commission, Board of Control, Tiffin Improvement Corporation, Executive Head of Traffic Safety Committee.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) College graduate with a Bachelor's Degree, or higher. Degree in the studies of Public Administration, Business Management, Political Science, or similar field preferred. Previous years of experience may be substituted for each year of degree.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of regulations, resolutions and ordinances governing the City of Tiffin and the state of Ohio.
- (B) Ability to apply personnel labor relations principles to practical work solutions, develop and maintain effective working relationships with associates, organizations, businesses, news media, and the general public.
- (C) Knowledge of fund accounting principles and practices.

### **SPECIAL REQUIREMENTS**

Must have valid state driver's license or the ability to obtain one, with acceptable driving record.

### **TOOLS AND EQUIPMENT USED**

Ability to operate all office equipment; including computer, computer software, copier, scanners, facsimile, telephone, radio, calculators, tape recorder, postage machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, employee frequently works in and is exposed to wet/cold and/or hot/humid conditions while out on field work inspections.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. A professional behavior is expected at all times. Employee is required to do field work visits in all kinds of weather.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: \_\_\_\_\_  
Mayor

Signature: \_\_\_\_\_  
Employee:

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_